



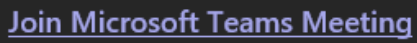
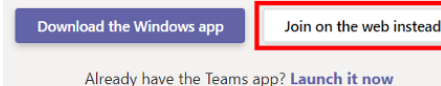


How to Navigate Microsoft Teams Videoconferencing

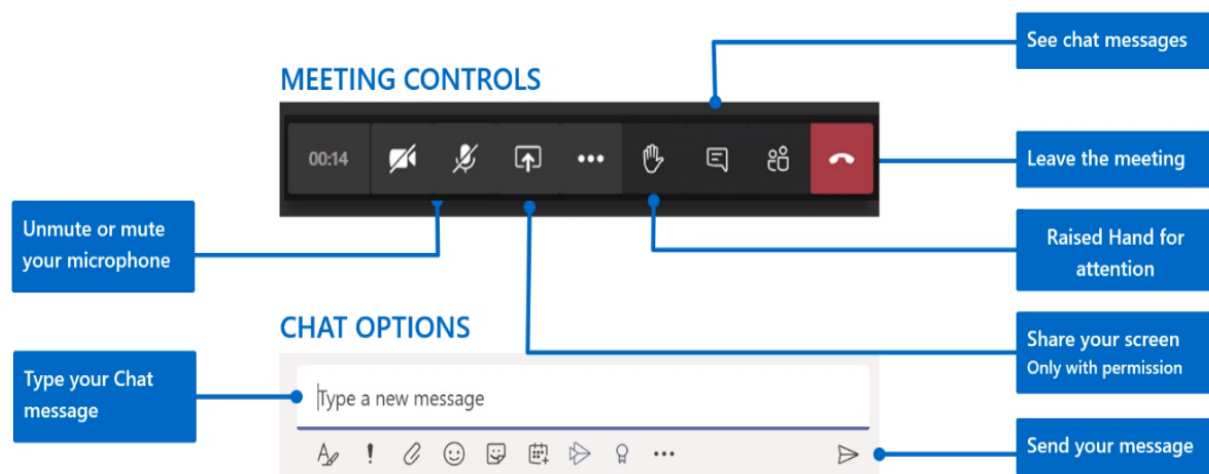
Microsoft Teams offers 2 ways to join the event:

- 1) Via Videoconference, where you can see the presentation on your monitor and listen in through your computer audio system.
- 2) Via Telephone, where you are provided with a phone number with a conference ID code. (Audio Only)

NOTE: Please join by either phone or computer—**not both**. Using both will create an echo feedback that can be disruptive to participants.

If Joining by Computer:

1	Click on the link that says "Join Microsoft Teams Meeting" from your confirmation email	
2	Once you have clicked on "Join Microsoft Teams Meeting". Click on the option "Join on the web instead". If you have difficulty with that option , exit and try using Chrome and downloading the app first then click on the "Join Microsoft Teams Meeting" again. If you are ultimately unable to join, there will be an email sent to all attendees providing where to find the link for the recording of the presentation.	
3	If joining by computer, you will need to mute yourself by clicking the microphone button and shut off your camera by clicking on the video icon. When microphone and video icons look like what is shown in the picture on the right, it means you are muted and your video is off.	
4	During the presentation if you would like to ask a question while on the computer, click on the conversation button. This button is in the upper right-hand portion of the meeting screen. The moderator will note that you have a question and will share your question with the presenter(s).	



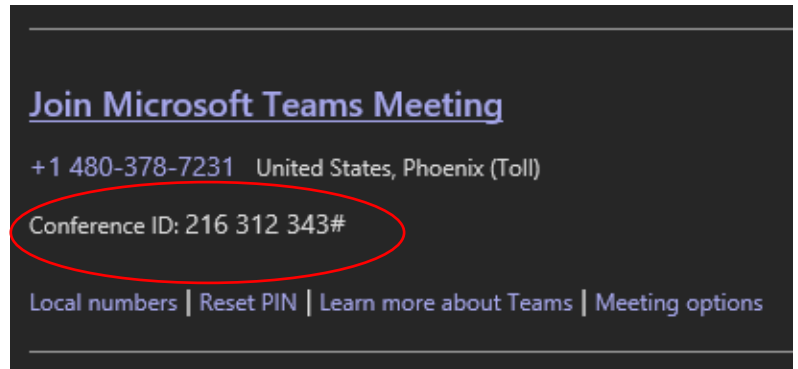
5TH ANNUAL DEMENTIA FRIENDLY TEMPE SUMMIT

If joining by phone:

Dial the toll number. If the prompt asks for the Conference ID, enter the number after the commas which ends with the # after. Once you are connected, you will hear the presenter; please make sure to mute your phone by clicking on the microphone icon.



The number in the red oval is the Conference ID



*****If for some reason you are still having difficulty joining the summit, DON'T WORRY -we will be sending out an email after the webinar to all registered attendees, with the link to the video recording of the summit, as well as the PowerPoint and other resource information.**